

From: [Richard Fetzer](#)  
To: [fetzer.richard@epa.gov](mailto:fetzer.richard@epa.gov)  
Subject: Fw: EPA Background Investigation: Fetzer  
Date: 01/19/2012 02:55 PM

---

Richard M. Fetzer  
Federal On-Scene Coordinator  
100 Gypsum Road  
Stroudsburg, PA 18360  
(215) 341-6307

----- Forwarded by Richard Fetzer/R3/USEPA/US on 01/19/2012 02:55 PM -----

From: Personnel Security@EPA  
To: Richard Fetzer/R3/USEPA/US@EPA  
Cc: Donna Sutsko/R3/USEPA/US, Carol Eyt/DC/USEPA/US@EPA  
Date: 12/07/2011 10:17 AM  
Subject: EPA Background Investigation: Fetzer

---

Dear Richard Fetzer,

As an EPA employee with access to classified national security information (NSI), you are required by federal regulations to undergo a reinvestigation every 5 years. To keep your clearance active, you must satisfy the requirements below. If you no longer require NSI access, please notify the Personnel Security Branch (PSB) so we can withdraw your clearance.

The first step is to complete the SF 86 Questionnaire for National Security Positions, using the Office of Personnel Management's (OPM's) online tool: Electronic Questionnaires for Investigations Processing (e-QIP). Please review the handbook titled, "Completing the 2010 SF 86 in e-QIP" (<http://www.epa.gov/greeningepa/sf86guide/SF-86-users-guide.pdf>), which includes instructions and important tips. You will need to configure your computer browser appropriately (pages 6-9) and collect necessary personal information (page 5) before you begin. Note that, upon completing the form, you will be required to print a few pages. Additional instructions and frequently asked questions are available on the e-QIP site.

You have already been "invited" into e-QIP and may proceed with the following:

1. Access the e-QIP Gateway at <https://www.opm.gov/e-qip/>.
2. Click the "Enter e-QIP Applicant Site" button.
3. Click "Continue" at the browser check page and "Yes" if a Security Alert dialog box appears.
4. At the welcome screen, enter your Social Security Number. Click "Submit."
5. Answer the Golden Questions. (TIPS: Enter city only, not state. When you create your own Golden Questions, remember your answers so you won't need to reset next time.)
6. At the "Complete an Investigation Request" screen, verify your personal data; then click "Enter Your Data" to complete your questionnaire. Use the "Tab" key to navigate; do not use the Forward or Back buttons or the system will log out. Note: If you cannot complete your form in one sitting, click "Save" at the bottom of the page you are working on; then click the "Log Out" button at the top, right-hand side of the screen to exit the system.

7. After validating and reviewing your responses, click the "Certify Investigation Request" button (page 26 in the handbook).

**You must print and sign the following sections of the SF 86:**

- Authorization for Release of Information
- Certification That My Answers Are True
- Fair Credit Report
- Authorization for Release of Medical Information (required only if you answer "yes" to question 21)

Your final step, after printing and signing the documents previously mentioned, is to **release your completed SF 86**. (TIP: Be sure to click "Release Request/Transmit to Agency," page 33 in handbook.) Please send your signed, printed documents to the attention of Jean-Pierre Battiste. You must use a delivery method that safeguards your information. At Headquarters (HQ), you may hand-deliver the documents to the PSB office in EPA East, room B414; outside of HQ, use a service such as United Parcel Service (UPS). You may also use EPA pouch mail. To do so, you must put your envelope inside a white and purple "Custom Designed Mail URGENT" mailer and hand-deliver it to your local facility's mail center, making sure it is logged in. Pouch mail is only available between HQ, the Regional Offices, RTP, and Cincinnati.

<b>Send UPS to:</b> Personnel Security Branch Mail Code 3206M U.S. EPA East (ICC), Room B414 1201 Constitution Avenue, NW Washington, DC 20004	<b>Send Pouch mail to:</b> Personnel Security Branch Mail Code 3206M U.S. EPA 1200 Pennsylvania Avenue, NW Washington, DC 20460-0001
---	---

Please submit your SF 86 and send your printed documents within 10 calendar days from the date you receive this email. PSB cannot initiate your investigation until your forms are received.

If you have questions, please call Jean-Pierre Battiste in the PSB office at 202-564-1221. For more about the investigative process, refer to the Personnel Security Handbook (<http://intranet.epa.gov/oas/smd/pdfs/psb-handbook.pdf>).

Your prompt attention is appreciated.

Sincerely,

Jon Ross, Acting Chief  
Personnel Security Branch